

Classification

REPORTS INVENTORY						CONTROL NO. <i>DDS/OC-024</i>	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (if a fill-in report include Form No.) Status of Funds						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL		<input checked="" type="checkbox"/> FINANCE		COMMUNICATIONS	
4. NO. OF COPIES PREPARED 2		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly				6. DISTRIBUTION (No. of components not number of copies) 1	
7. FORMAT (memorandum, form, computer print-out, etc.) Form		8. ADP PROCESSING <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.			9. DIRECTIVE AUTHORITY REQUIRING REPORT Oral		
10. PREPARING COMPONENT (include lowest level contributing information to report) OC-A/B&F				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Obligation Status Report			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-10	6.27	8		50.16	12		601.92
GS-05	3.15	1		3.15	12		37.80
							<u>639.72</u>
B. COSTS OF COMPUTER PRODUCED REPORTS							
108 TOTAL COSTS PER YEAR							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Reports distributed to various Office of Communications components to keep them informed of the status of their obligations.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)						MAN-HOURS	
<input checked="" type="checkbox"/> CHANGE To bring report into line with computer outputs.						0	
<input type="checkbox"/> DISCONTINUE						DOLLARS	
						0	
16. DATE OF INVENTORY 1 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Chief, Budget & Fiscal Branch, OC				18. EXTENSION	

Classification